



Minutes of the Meeting of the South Pasadena Tournament of Roses Committee

Meeting convened October 5th, 2021, 7:30pm

- Chairperson, Brant Dunlap called the meeting to order on October 5th, 2021 at 7:33pm.
- Pledge of Allegiance.
- **Roll Call:**
 - **Committee Members Present:**
 - Alan Vlacich
 - Bill Glazier
 - Brant Dunlap
 - Chris Metcalf
 - Courtney Dunlap
 - James Jontz
 - Joss Rogers
 - Larry Chiles
 - Leland Glauz
 - Sandy Fielding (Zoom)
 - Sharon Mitchell (NV)
 - Wende Lee
 - **Committee Members Absent:**
 - Janet Benjamin
 - Bill Cullinane (NV)
 - Sara Cullinane (NV)
 - Steve Fillingham
 - Lisa Henderson
 - John Vandercook
 - **Council Liaison Present:**
 - Evelyn Zneimer
 - **City Staff Liaison Present:**
 - Sheila Pautsch
- Public Comments: None
- City Staff Comments: Sheila reminded us that our November meeting will also be at the Senior Center.
- Council Liaison Comments: Evelyn commented on the innovative ideas she read about in regards to what we are doing with chicken wire and the cost of steel.



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- Committee Chair Communication: Brant sent out an email today about 11am with our Grand Marshall announcement, LeVar Burton. We also have an SPHS Senior on the Rose Court, Ava Feldman. There's no date on Queen announcement yet; Sandy mentioned October 26th should be the Queen announcement. Brant shared that we have our insurance turned in for Tournament with thanks to Janet and Sheila for all of their help. Brant mentioned that he did send out an email a few days ago asking for help with Crunch Solicitation for donations, he encouraged everyone to look at the list of available donors and reach out.
- Motion to approve the Minutes from September 8th: Correction from Brant Dunlap with Crunch Party indoor maximum being 100, not 200 maximum. Approval of minutes with corrections presented by Larry Chiles, second by Bill Glazier. All in favor.
- Approval of Treasurers Report: Sandy reported we have \$161, 578 in all accounts. She did pick up pins for anyone who wants them to let her know so she can put them aside. She also transferred \$10,000 to meet our expenses for the next few weeks while she is out of town. Any checks or reimbursements while she is gone, Brant can take care of that. Report approved by James Jontz, second by Wende Lee. All in favor.
- Event & Site Report: James said he's working on cleaning up the exposed outlets, the homeless had been using when no one was around. They now have locks on them so they can't be used without us. One side of the side tent is opened and the homeless haven't been around as much, SPPD has been coming by more often to make a presence. James also put-up Motion detecting flood lights on the side/back of the container to hopefully defer those that tend to hang out there since it's a darker covered space. He will try to do the same for the souvenir booth area. The G-I breakers have been blown from use so James has been changing out wires and plugs as he can.
 - Sharon asked about the one homeless guy who is always a "regular". James said he is nice and harmless; he does know that once more people start coming around, he won't be able to stay around. The few homeless who aren't as nice, James as made sure to not be as nice to them in hopes to keep them from coming back. There haven't been any issues so far.
- Design Report: James reported nothing new at this point it's just construction and deco. The design review committee has been very nit-picky this year. In the past, our renderings don't have our "City of South Pasadena" sign included. Once we scale them, we know exactly where they go, one on each side. This year they want to have another



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meeting to go over design logistics like sign position. Brant offered to email Brian and Susie about timing with James's teaching job and is going to ask if we can just submit a rendering update via email or hold the meeting over zoom.

- **Construction Report:** No one to report. Brant noted the updates he has seen from Chris posting on Social media as well as the weekly email updates that have been going out. Chris Metcalf did comment that he is waiting for measurements by the 15th so they can get flower orders in.
 - Joss came late and gave his report: Construction is doing great. A lot of the sculpting is done, Buzz has done amazing work on the Ostrich heads. Chris and Joss will be meeting with the foam company to discuss logistics and schedule a date. Joss said that Steve has started to get Sunday works days going, we had a large turnout with both Construction and Deco teams this past weekend. Sunday workdays will be as needed for the next few weeks.
- **Decoration Report:** Chris Metcalf reported that they are working hard to be mindful of the budget, once they get sq footage it will be easier for them to make the orders. He needs the square footage from Joss, his deadline for flower orders is October 15th.
- **Miscellaneous Fundraisers Report:** Wende reported we will have an annual tent sponsorship for \$200 per banner. Kiwanis has already bought a banner, she thanked them for their support. Wende will email out the flyer to the committee with information on how to purchase so that we can send it out to potential sponsors. Brant mentioned the fundraiser with Michele Downing and Sam Hernandez for some help on the Chamber side and they are ready to help. Courtney mentioned we should have banners made in Remembrance of Paul Abbey and Ted Shaw and they should be put up yearly.
 - James brought up the concern from a construction standpoint of putting banners up this late into the building season. We need the height of the cherry pick forklift when the tent is put up, as well as clear sides to maneuver. Alan really encouraged us to not say "its too late" instead find a way to maybe not hang them up as high this year. We shouldn't turn away a donation.
- **Direct Mail Report:** Brant reported we got 3 donations mailed in from the letter Wende sent out to our 100 new residents. We will have another one sent out in November for our annual letter, logistics of who gets that letter is still being worked on. Wende said she would like to work with SPEF for our November letter.



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- **Crunch Time Party Report:** Wende reported they need to be in constant contact with the City about updating restrictions for the event. Shelia said current mandate is mask come on and off in between bites/drinks, otherwise there is no current guidelines that would prevent the Crunch Time Party from happening. Sheila said we have to follow the LA County restaurant guidelines. Wende asked her to stay in contact with her if there are changes.
 - Alan said we should plan for the normal 200ish people and get the caterer to be on board. If we cancel, we need a caterer on board to be flexible if we must change or cancel, they will understand and work with us. Alan said he thinks we still do majority online and then do the live auction in person. Really reduce the silent to just be online so the focus is on the big-ticket items.
- **Farmers Market Report:** Joss reported that at the first Farmers Market, it was himself, Wende, Larry, Buzz, and Sharon. It was fun, and now we have improvements with organization and volunteer information for the next Farmers Market; this Thursday 3:30pm we will start to set up. Wende plans to decorate around the table to make it more intriguing. Joss said a few people have come to the workdays that showed interest from the Farmers Market, he hopes this continues with the next Farmers Market dates. Lots of people sounded surprised our City has our own float. Joss said that Buzz has a great idea about 3D images, he created them and then we have 3D glasses for everyone to see the steel sculpture in 3D. Its hard to imagine it on a flat perspective so hopefully this will help get people interested in helping.
 - Alan mentioned the Pasadena Casting Club sent out email saying they had chair positions available and mentioned specific details for when each person's event is and what specifics the position entails. We should be promoting lots of different things at once like open positions and what they include.
- **\$100 Raffle Report:** Alan has Raffle Tickets printed for sale. In the 2019 Ticket that he gave Wende for reference it didn't have "donation" of \$100. We have added "if the event is canceled, your ticket will be good for the following year". We may reprint the tickets or put a label over them. The raffle tickets are all profit, we will raffle the usual parade and game tickets plus cash prize. If you would like to sell or purchase any tickets, please let Alan know.
- **Parade/Game:** Alan reported for Bill. He is not ordering extra game/parade tickets because if we buy them and we get stuck with them, it's our whole profit from the Raffle Ticket sales. Bill has asked a lot of people if they want tickets, and no one has been interested.



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- Publicity Report: Bill has a story out with the community asking for help with the Crunch Party donations that Brant sent out in our committee email, he is hoping it gets published this week on Saturday. He is trying to keep our name in the paper every few weeks, so no one forgets we are pushing through. Bill will get a story out with Raffle Ticket information. He will also get a story out with the banner information from Wende.
 - Brant said the last time we reached out to the public for help was when we had our materials stolen and that was a few years ago and we had a great response.
- Website: None
- Social Media Report: Chris said our numbers are climbing. Chris has been in contact with Gale Anderson so we can get a spot with her for a morning show coverage. Chris will notify her when we are further along in the build and then she will give us a 45-day window of when she may be able to do a story. Then we have to be ready as we will get a day to a few days' notice for a filming down at the site. Chris said please email him information that he can share on Facebook, Instagram is slow as usual.
- Golf Tournament Report: Alan reported that John still has a few Tee Sign monies to collect.
- Comments not on the agenda:
 - Sandy said starting November the booth will be open every weekend. She bought all the pins from Pins USA because they are going out of business.
- Meeting adjourned at 8:35pm. The next meeting will be on Tuesday, November 2nd, 2021 at 7:30pm.

DocuSigned by:

Brant Dunlap

12/2/2021

Approved: _____

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Date: _____

Committee Chairperson